

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES**

November 1, 2011

22560 SW Pine Street, Sherwood Oregon 97140

URA BOARD REGULAR MEETING

- 1. CALL TO ORDER:** Chair Keith Mays called the meeting to order at 7:36 pm.
- 2. URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Matt Langer, Bill Butterfield and Krisanna Clark. Robyn Folsom was absent.
- 3. STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibbons, Public Works Director Craig Sheldon, Economic Development Manager Tom Nelson, Police Chief Jeff Groth, Administrative Assistant Kirsten Allen and City Recorder Sylvia Murphy. City Attorney Chris Crean.

Chair Mays addressed the Consent Agenda and asked for a motion.

4. CONSENT AGENDA:

A. Approval of October 4, 2011 URA Board of Directors Meeting Minutes

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR (ROBYN FOLSOM WAS ABSENT).

Chair Mays addressed the next agenda item.

5. NEW BUSINESS

A. URA Resolution 2011-019 of the Sherwood Urban Renewal Agency approving a minor amendment to the Sherwood Urban Renewal Plan, dated August 29, 2000, to allow for the acquisition of additional property

Tom Nelson, Economic Development Manager came forward and informed the Board that it has been brought to our attention that the property lease for the property on Railroad known as the gravel lot, had expired in 2002 and we no longer have a lease. Tom stated he thought this may have occurred when there was a change from Southern Pacific to Union Pacific.

Tom stated the space is needed for improved parking for the Community Center and said staff has been in negotiations with the Railroad and said their leasing practices are different now in comparison to prior years. Tom informed the Board the lease was approximately \$100 per year and today it's about 10% of the purchase price per year, at approximately \$20,000 per year.

Tom stated the Railroad has indicated they are willing to sell the property and said this would be the best avenue for us and the purchase would be for an appraised value. Tom stated staff would like to move forward and receive approval for the property purchase at the appraised value.

Tom informed the Board the first step would be to do a minor amendment to the Plan to purchase property for public use. Tom reminded the Board that in the past, the City Council had to also pass an amendment to purchase property, but this was for property that would not necessarily be for public use. Tom stated the Board needs to take this action first and then authorize the Urban Renewal Agency Administrator to negotiate the purchase of the property.

Chair Mays asked if this would then come back to the Board for approval. Tom replied the Board would grant the authority this evening with the next resolution on the agenda.

Chair Mays stated it was unfortunate the lease expired and the railroad didn't want to continue the terms and said it was on the radar to secure the property for the community and old town, primarily for parking. He said if we are able to acquire the property we would be able to improve it and have functional space.

Mr. Grant asked if the City was continually paying on a month to month basis until today. Tom replied no, the City has not paid since 2002 and said we have not received a bill.

Mr. Grant asked if we had planned on improving the space for the cannery development. Tom replied this is how it was brought to our attention that the lease had expired, was when we notified them we were going to make improvements to the property.

Ms. Henderson asked about the appraised value and why the Board was not discussing this and asked if staff would be coming back to the Board for approval of a purchase price.

Tom replied we have not had it appraised yet and his plan was to seek authorization of purchase based on the appraised value as this is very timely with the Community Center project.

With no other Board questions, Chair Mays asked for a motion.

MOTION: FROM DAVE GRANT TO ADOPT URA RESOLUTION 2011-019, SECONDED BY BILL BUTTERFIELD. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR (ROBYN FOLSOM WAS ABSENT).

Chair Mays addressed the next agenda item.

B. URA Resolution 2011-020 of the Urban Renewal Agency of the City of Sherwood for purchase of real property

Tom Nelson, Economic Development Manager explained this resolution would authorize the URA Administrator to negotiate the price and purchase the property. Tom referenced

language in the resolution, *"the owner has agreed to sell the property at the appraised value subject to URA Board approval"*.

Mr. Butterfield asked who the negotiator would be, Tom indicated Tom Pessemier would be the negotiator as the Urban Renewal Agency Administrator.

Ms. Henderson asked if we would be getting only one appraisal. Tom confirmed this is what is usually done.

Tom Pessemier informed the Board that typically the Railroad has their own appraiser and staff would be looking at an independent appraisal as well and if there was a major discrepancy in the appraisal reports, he would bring the information back to the URA Board for consideration. Tom P. stated staff doesn't anticipate this as staff has worked with the Railroad in the past and is familiar with them.

Tom Nelson informed the Board that the Railroad has informed staff the appraised value is roughly \$15.50 a square foot and this was comparable to other properties in the area, this equates to \$270,000 for 17,000 square feet.

Ms. Henderson asked if there was a plan on the books on how the pavement would be utilized as a parking structure. Tom Nelson replied it would be public parking.

With no other Board questions, the following motion was received.

MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2011-020, SECONDED BY KRISANNA CLARK. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR (ROBYN FOLSOM WAS ABSENT).

Chair Mays addressed the next agenda item.

C. URA Resolution 2011-021 approving an amendment to the Intergovernmental Agreement for the provisions of support services between the City of Sherwood and the Sherwood Urban Renewal Agency

Chair Mays stated the City Council considered a similar resolution this evening.

Tom Nelson, Economic Development Manager confirmed and stated this is just the Urban Renewal Agency's approval of the amendment.

Chair Mays asked for questions from the Board, with none heard, the following motion was received.

MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2011-021, SECONDED BY BILL BUTTERFIELD. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR (ROBYN FOLSOM WAS ABSENT).

Chair Mays addressed the next agenda item.

D. URA Resolution 2011-022 authorizing a Personal Services Contract with Elaine Howard Consulting, LLC for the purpose of preparing for a substantial amendment to the Urban Renewal Plan to increase maximum indebtedness

Tom Nelson, Economic Development Manager came forward and informed the Board that he had received notification from Tashman Johnson that due to personal reasons he needed to cancel his contract and not accept any payment and pass the work onto another consultant.

Chair Mays stated the Urban Renewal Agency wasn't out any money due to the cancellation of the contract and Tom Nelson confirmed and said the work that we thought would be done last month has not been completed.

Tom informed the Board that Elaine Howard LLC is very well known in the consulting community for urban renewal and is a member of AORA (Association of Oregon Redevelopment Agencies) and said staff is recommending approval of the contract.

Chair Mays asked for questions from the Board.

Mr. Butterfield confirmed that Ms. Howard was recommended and asked if staff had looked at other consultants. Tom confirmed Elaine Howard was recommended and said there are limited consultants in the state that do urban renewal type of work and said she is in a network of other consultants and Ms. Howard may sub work out as well.

Mr. Butterfield asked what the fee was for Ms. Howard in comparison to Tashman Johnson. Tom replied her fee is \$20,000 and believes Tashman Johnson was \$17,700 and said Mr. Tashman had not addressed legal counsel in reviewing the work and Ms. Howard works with a professional that does a lot of urban renewal work.

Ms. Henderson asked if the scope of work was the same and if an RFP was issued.

Tom confirmed the scope of work was the same and replied an RFP was not issued.

Ms. Henderson asked if we had issued an RFP would Ms. Howard have likely bid on it and asked if Ms. Howard is local. Tom replied yes and confirmed she is a local consultant.

With no other Board questions received the following motion was made.

MOTION: FROM DAVE GRANT TO ADOPT URA RESOLUTION 2011-022, SECONDED BY LINDA HENDERSON. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR (ROBYN FOLSOM WAS ABSENT).

Chair Mays addressed the next agenda item.

6. STAFF REPORTS:

Ms. Henderson asked Tom Nelson to provide an update on the Cannery Square.

Tom Nelson replied the plaza is scheduled to open on December 3rd for the Tree Lighting Ceremony and said they held a progress report meeting today and the contractors are being pressed and they believe they will have substantial completion by November 23rd.

Tom stated one issue came up with three plaza streetlights being on backorder and due to the contractor's agreement to have it completed by November 23rd, the contractor will be installing three other streetlights and will replace them in January. Tom stated the different lights aren't very noticeable as they are 4 inches in diameter verses 5 inches.

7. ADJOURN: Chair Mays adjourned the URA Board meeting at 7:50 pm.


Sylvia Murphy, CMC, District Recorder


Keith S. Mays, Chair